CHECK LIST

Name of Work : " Providing PMC Services including Supervision, Quality control for the Comprehensive Development of Roads & Drains in ward 69, 16, 17, & 37 package 13, 14 & 15 in RR Nagara Constituency"

Job code :017-23-000001 Estimate Cost : 3500.00Lakhs P-3877

Sl.No	1. Upto work order Shall having following	Remarks
1	Original Job code	
2	Name of work should tally in all documents as per original job Code	
3	Approved estiamte with AS/TS seal & memo sheet	
4	Sketch should be same in both estimate and MB	
5	Approved DTS Copy along with (KW-1/KW-2/KW-3/KW-4)	
6	Tender Notification peper Advertisement	
7	Online tender approval copy	
8	Agreement copy with E-Paper & Agreement date & Number	
9	Schedule-B	
10	Work order	
	II. Measurement book Shall have following	
1	Name of the work/Job code/ agreement & Work order No/Estimate amount/administractive & Technical Sanction details	
2	Date of Pre-measurement/measurement (RA/Final etc., as the case may be but the dates area not before work order)	
3	Item wise measurement (as per standard recording requirements)	
4	Check measurement with dates by the concerned AEE/EE as per codal requirement	
5	Completion Certificate as the case may be as per power delegation	
6	In case of final bills/claims, the agency shall accept in writing as per codal procedure	
7	Divisional accounts officials shall check and verify the arithmetical calculation & all required verification as per A Code	
8	Stautory deductions as per prevalling norms code	
	III. In case of deviation of the quantities-work slip/EIRL during execution	
1	Approval of work slip form competent authority as per power delegation	
2	Approval of EIRL from Competent authority as per power delegation	

SL. No	IV.Depending on the Quantities, Variations and amount modified/revised estimate with administrative approval and Technical sanction details	Ramarks
1	Geo tag photos (before/during/after)	
2	Approved online road history	
3	Penalty in case of delay in completion of works	
4	EOT (Extension of time)-Accorded if any as per norms	
5	Price Adjustment bill (if the clause included in the tender but as per the GO orders)	
6	Quality assurance test report as per MORT & H or toher relevant standards. (No. of test reports/results should be on par with the frequency as stipulated in MORT & H or other relevant standards)	
7	Certificate regarding enquiry in Lokayutha/CID/ACB/TVCC/in any agency/Institution	
8	Certificate regarding duplication of Works/Work is not under DLP/as not proposed in any other work or budget head	
9	Mobilization advance as per tender documents and GO	
10	Approval for change of place & change of work as per the power delegation	
11	Approval of DPR/PMC as per KTPP act (28-E)	
12	Accounts certificate stating no audit objection and pre-audit certificate stating the bill is as per financial code	
13	In case of enquiry /financial discrepancy order from competent authority before uploading the bill	

Account Superintendent
RR Nagar Division